

EQUAL OPPORTUNITIES & DIVERSITY POLICY



Statement of Intent

JB Structures Ltd ("the Company") operate and make every effort to ensure that a working environment exists where all employees are treated with courtesy, dignity and respect irrespective of gender, race, colour or sexual orientation. All efforts are geared to eliminating all bias and unlawful discrimination in relation to job applicants, employees work, our business partners and member of the public.

Scope

This policy is integral and demonstrated in the following ways:

Openness

- Listening to each other and sharing ideas, issues, problems and opportunities.
- Building trust with our customers, suppliers and all our stakeholders, working with integrity and transparency.
- Use common sense to share what we know, both good and bad for a common benefit.

Collaboration

- Working together to deliver the best possible solution for all concerned. This involves using, sharing and respecting the different skills, knowledge and experience of everyone involved.
- Working together to deliver the best solution.

Mutual Dependency

- Understanding each other's objectives, looking after each other's health and safety and striving to achieve the best for all by working with customers and suppliers so that risks and rewards are shared.
- We stand or fall together.

It is a subject and way of working that goes beyond immediate colleagues encompassing:

- All existing employees
- All potential employees
- Sub-contractors
- Workers (as defined by employment legislation, and to include agency temps)
- Partners
- Self-employed people

Everyone has a role to play and the responsibility for challenging questionable behaviour and practices, which are not in line with our values and culture.

EQUAL OPPORTUNITIES & DIVERSITY POLICY



Objectives

- To have a workforce that represents and responds to the diversity of our customers and today's society.
- Improved safety and quality provided by a balance and productive workforce.
- Lower staff turnover, absenteeism and sickness levels leading to cost savings.
- Provide a fair working environment within which discrimination will not be tolerated.
- Creating a working environment free from discriminating, harassment, victimization and bullying.
- Ensure that all employees are aware of this **Equal Opportunities and Diversity Policy** and provide any necessary ongoing training to enable them to meet their responsibilities under it.
- We also recognise the merit of developing a workforce that incorporates the many diverse skills and backgrounds available from within the total population and accordingly, will strive to become an organisation that will recognise value and understand diversity and to provide its employees with genuine opportunities to improve and reach their full potential.
- Ensure that all applicants are treated fairly during recruitment processes and in accordance with legislation.
- Regularly review procedures and selection criteria for promotion to ensure that individuals are selected and treated according to their relevant individual abilities and merits.

Principles

By implementing this policy, we will improve individual and organisational performance.

It is unacceptable for any applicant, employee, worker, supplier or member of the public to be discriminated against, either directly or indirectly, on such grounds as race, colour, ethnic or national origin, sex, marital status, pregnancy, age, disability, part-time or fixed term status, responsibility for children or dependants, sexual orientation, gender reassignment, religious or political beliefs, trade union membership and irrelevant criminal convictions (future references will be referred to as '**all grounds for discrimination**').

All breaches of this policy will be taken seriously by the company and could lead to formal disciplinary action being taken, which in some cases could lead to dismissal.

By addressing these issues our Company adheres and complies with a number of legislative laws:

- Employment Relations Act 1999.
- Employment Rights Act 1996.
- Disability Discrimination Act 1995.
- Race Relations Act 1976.
- Sex Discrimination Act 1975.
- The Rehabilitation of Offenders Act 1974.
- Race Relations amendment Act 2000.
- Equal Pay Act 1970
- The Employment Equality (Sexual Orientation) Regulations 2003.
- The Employment equality (Religion or Belief) Regulations 2003.
- The Employment Equality (Age) Regulations 2006.
- Equality Act 2010.

EQUAL OPPORTUNITIES & DIVERSITY POLICY



GUIDELINES

Recruitment and Selection

To ensure all the decisions within recruitment and selection adhere to the specific legislation, the following guidelines should be followed:

- Advertise so that the widest possible pool of applicants is reached.
- Ensure procedures and decisions are backed up with documentation based on job requirements.
- Design role profiles/job descriptions, personal specifications that are job specific.
- Ensure that interviews and other selection methods are conducted fairly and consistently and outcomes recorded.
- Monitor all applications and employees for sex, ethnic origin, nationality, age and disability.

Job Advertisements & Job Design

Ensure managers do the following:

- Take all reasonable steps to employ, employees based on their abilities and qualifications without regard to all '**grounds for discrimination**'.
- Ensure all decisions are based on job requirements and are backed up with full documentation.
- All records should be kept on file.
- Be aware of cultural differences, for example it is important to realise that for some ethnic minority groupings, eye contact may not be usual behaviour and considered rude or disrespectful. In other cultures lack of eye contact may signify something to hide or deceit.

Job Applications & Interviews

- All interviews should be properly conducted.
- Use standard or specific criteria which are consistent for the role.
- The aim is to undertake a process that is consistent and fair to also as not to unlawfully discriminate against particular applicants.
- Ensure that you have full information on the candidate.
- Adequate and full interview notes have been made to support any decisions.

Selection

- When assessing the suitability of any employee for a particular post, no decision should be taken which cannot be objectively justified.
- Full documentation is needed to support any decision.
- The selection of new staff will be based on the job requirements and the individual's suitability and ability to do, or train for, the job in question. All applicants will be treated equally.
- Disabled applicants may be treated differently in order to enable them to compete at the same level.
- Don't make assumptions about an individual's ability to perform tasks without evidence.
- Treat everyone as you would wish to be treated.

EQUAL OPPORTUNITIES & DIVERSITY POLICY



Training and Development

- Everyone must have access to learning and development opportunities.
- Ensure all documentation is complete in regards to participation in learning activities.
- If you have responsibility for selecting employees for training, whether induction or promotion training or for transfer to other jobs, you have a duty not to discriminate on the grounds referred to above.
- Employees will be given opportunities for promotion and career progression within the business depending on their job related competencies, qualifications, abilities, skills training and experience, and in accordance with the future needs of the business.

Reward and Appraisal

- Ensure that all employees have regular appraisals.
- Document all appraisals fully.
- Ensure that no one is treated unfairly due to gender, race, disability or age.
- Reward in line with performance and relative benchmarking policy.

Roles & Responsibilities

Role	Responsibilities
Directors	<ul style="list-style-type: none">• Senior Management - ensure that all staff are aware of changes in legislation and that the Company observes the Codes of Practice issued by the Commission of Racial Equality, the Equal Opportunities Commission and the Disability Rights Commission.• Failure to comply may result in the company and an individual having legal proceedings taken against them.
Managers & Supervisors	<ul style="list-style-type: none">• Ensure that no unacceptable behaviour takes place in the specific areas of the business for which they are responsible.• Ensure that the people for whom they are responsible know that such behaviour is unacceptable and what to do if it occurs.• Ensure that they do not ignore, trivialise, or treat lightly grievances or complaints from members of a particular group or any complaint of discrimination on the assumption that the individual is over-sensitive about discrimination. All complaints must be treated serious.• Failure to carry out their duties in respect of equal opportunities may result in disciplinary action being taken against the Manager or Supervisor concerned. Failure to

EQUAL OPPORTUNITIES & DIVERSITY POLICY

	comply may result in the company and an individual having legal proceedings taken against them.
All Employees	<ul style="list-style-type: none">• The duty to co-operate with the Company to ensure that the Equal Opportunities and diversity Policy is effective and to ensure that they and their colleagues are treated with respect and dignity.• Have a positive duty to report any incidents of bullying, harassment or discrimination of which they become aware.• Support colleagues who suffer harassment; discrimination or who are being bullied and making a complaint.• Make it clear to their colleagues that they find such behaviour unacceptable.

SIGNED:



John Barrett (Director)